




National Teaching School
designated by

**National College for
Teaching & Leadership**



GREAT SANKEY HIGH SCHOOL

MAINTENANCE OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL

JOB DESCRIPTION

MAINTENANCE OFFICER

Core Purpose: Responsible for the day to day maintenance of the whole site infrastructure and grounds. Complete projects enhancing the appearance and fabric of the school and grounds. Liaise with the Premises Manager in ensuring mandatory compliance of building services/ structure and efficiency rating. Proactively remove the potential of harm by using skill base to ensure a safe working/ learning environment.

Key Responsibilities:

- Carry out any duties as part of the Premises department with full regard to the School's Health and Safety Policy.
- Open and close the site at times required for operational use, including external lettings and call-outs. Guaranteeing complete security using various installed security systems.
- Be responsible for the day to day maintenance of the entire school's buildings and grounds.
- Ascertain knowledge of plant and services required for the smooth running of the school.
- Prioritise and carryout basic maintenance requests from staff be they verbal or via a booking system. Perform Planned Preventative Maintenance tasks in accordance with manufacturer's requirements.
- Undertake building improvements/ enhancements.
- Escort and monitor external contractors while onsite. Check /sign off quality of workmanship, ensuring the schools Health & Safety and safeguarding policies are adhered to at all times.
- Perform specific maintenance duties/ tests to comply with regulatory requirements e.g. fire alarm system / sprinkler pump house / legionella / security gates etc.
- Use your position to proactively promote Health & safety within the school environment, and your skills to assess/ remove potential hazards.
- Complete risk assessments pertinent to the operational running of the maintenance department.
- Manage stock levels within the department, raise orders for submitting to the Finance department.
- As a designated Fire Warden, you are responsible for ensuring the safe evacuation of all patrons within the buildings. That all means of exit are fully operational /maintained and free from obstruction at all times.
- Portering duties to include; the delivery of parcels around site to the relevant recipients. The repositioning of furniture /lockers/ notice boards, subject to the assessment of the load /risk.
- Carry out general grounds maintenance duties such as litter picking/ cleaning/ fence repairs / weeding etc.
- Ensure the correct procedures are followed when working with materials governed under COSHH regulations.
- Be responsible for the serviceability of tools and equipment used by the maintenance department.
- Carry out all duties with due regard to confidentiality and data protection regulations.
- Assist work colleagues to ensure the smooth operation of the Premises department.
- The post holder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.
- To undertake such additional duties as are reasonably commensurate with the level of this post.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Maintenance Officer

Note: The Applicant will be required to safeguard and promote the welfare of children

and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
3 GCSEs A-C or equivalent.		X	AF
Have relevant qualifications in maintenance/ construction	X		AF

[B] Experience

	Essential	Desirable	Source
Have proven experience working in a maintenance environment	X		AF/I
Worked within an Educational environment		X	AF/I

[C] Knowledge/Understanding

	Essential	Desirable	Source
Have a good understanding of Health & Safety regulations; be able to produce risk assessments relevant to the tasks required for the department. Be fully conversant with COSHH regulations and MSDS files, able to work within their constraints	X		AF/I
Comprehension / compliance and deliverance of confidentiality in all matters relating to all school	X		AF/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Be physically fit and able to perform portering duties, including moving furniture/ delivering parcels	X		AF/I
Confident to work at height and in confined spaces	X		AF/I
Assess and complete each duty with full regard to Health and safety for yourself and all school users	X		AF/I
Organise own workload, use initiative to prioritise Emergency or Health & Safety concerns	X		AF/I
Ability to produce reports for submittance to the Premises Manager	X		AF/I
Ability to communicate clear and concise information using inter-personal skills	X		AF/I

Confidence to lone work, adhering to the regulatory requirements that are associated, or equally as part of a team	X		AF/I
Ability to escort contractors, issuing comprehensive instructions, confident to inspect and sign off works completed	X		AF/I
Flexible to adapt to the changing constraints of a school day	X		AF/I
Able to work to tight deadlines and under pressure	X		
Ability to control stock/ asset levels, produce order requisitions	X		AF/I
Ability to complete service regimes to ensure the school complies with mandatory and regulatory guidelines	X		AF/I
Ability to perform cleaning duties to ensure a safe environment for users	X		AF/I
Adaptable to assist with other departments within the school	X		AF/I
Promote good 'House-keeping'	X		AF/I
Self-motivated and able to motivate others, reliable/ proactive/ organised/ hard working.	X		AF/I
Willing to undertake any training deemed necessary to perform the duties within the Premises Department	X		AF/I
Willing to perform duties offsite at locations linked to the school	X		AF/I
Easily accepts and adapts to change	X		AF/I
Committed to the policies of safeguarding in a school	X		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	X		R
DBS Clearance post appointment	X		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)